

**Task Force for International Cooperation on  
Holocaust Education, Remembrance, and Research**

**Task Force Fund: Project Proposal Application**

**Revised November 13, 2005**

**Applicant**

Name and contact information

**Partners**

Names and contact information for all those involved

**Project Summary** (one paragraph)

What do you seek to achieve through your project?

What level of funding does your project require?

**Project Background** (no more than three paragraphs)

What is the historical background of your project?

What is the nature of the problem or task you seek to address?

Who is the target audience?

What experience do you have with this type of project?

Include information on former projects undertaken with the support of, or otherwise related to, the ITF.

**Project Description** (no more than four paragraphs)

What are the objectives and practicalities of your project?

What input (e.g., consultancy, equipment, technical assistance) will you need?

How will others (e.g., the government, NGOs, individuals) contribute?

What potential difficulties might you encounter?

What part(s) of your project will you eliminate if you do not receive full funding?

What materials will you distribute to participants?

**Project Calendar**

How will you plan the project and will it be divided into phases?

Include a month-by-month work plan.

**Project Output** (no more than two paragraphs)

What measurable results do you expect to gain?

What will happen as a result of your project?

Within what time frame do you expect to observe results?

**Project Evaluation Arrangements** (no more than three paragraphs)

In addition to the evaluation information set forth in the guidelines, please describe the evaluation instrument you will use for participants.

What follow-up measures will you take after the completion of your project?

**Project Budget**

Your proposal should contain accurate cost estimates, based on clear objectives, precise activities, and accurate time lines.

Indicate *separately* those elements you would like the ITF Fund to assist in covering.

Detail any in-kind payments you expect from liaison countries or other sources.

Include contact information for any organisations that have been asked to contribute to the funding (i.e., organisation name, contact person, address, telephone number).

**Media Impact** (one paragraph)

How will your project achieve maximum positive impact through the media?

How will you most effectively publicize your project?

Signature\_\_\_\_\_

Date\_\_\_\_\_